

Kid Zone Enrichment Program Employment Opportunity

Social Services Department - 3500 S. Rural Road - Tempe, Arizona 85282 - (480) 350-5400

Kid Zone Pre-school Lead Teacher/ Teacher

Opening Date: Closing Date:

Program Dates: Year round

Program Hours: Monday- Friday 7:00 am – 5:30 pm

Required paid trainings prior to start date. See the job standards form on application.

Starting Wage: Lead Teachers starting wage \$13.00 an hr. Forty hours per week, non-benefitted.

Teacher starting wage \$11.05 an hour

Experience and Training:

Requires experience in all aspects of managing an activity center, coordinating, planning and implementing activities for preschool age children. Bachelor's degree in Education, Recreation or a related field preferred. Must have a positive personality and strong child management skills. Must meet AZ Dept. of Health Services Child Day Care Center Teacher requirements. Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Essential Job Functions:

Under the supervision of the Community Education Specialist and the Youth Services Supervisor:

- * Design, organize, direct and teach a variety of recreational and educational activities for students ages 2-5registered in the Kid Zone Preschool.
- * Coordinate and communicate effectively with the City of Tempe employees including school district staff and participating agencies.
- * Maintain informative and supportive relationship with parents.
- * Maintain discipline, safety and control of site.
- * Participate in hiring, training, supervising, supporting, and evaluating of center staff.
- * Attend all staff meetings and trainings. Plan and facilitate regular site staff meetings.
- * Maintain files, attendance records, payroll and accept fee payments from parents.
- * Ensure center complies with all AZ DHS and Dept. of Economic Security regulations.
- * Encourage high participation of students in daily activities and planning process.
- * Maintain the facility by keeping it clean, organized & secure. Report problems.
- * Maintain adequate resources of supplies and equipment while staying within allotted budget. Maintain equipment in safe working order. Arrange for repairs/replacement.
- * Organize daily opening and closing of classrooms.

Pre-employment Requirements:

- Submit names, complete addresses and phone numbers of six references.
- * Submit proof of negative TB/Tine test and MMR Immunization or inoculation.
- * Must undergo fingerprint check.

Additional Requirements

- * Must be CPR/1st Aid certified within 30 days of hire.

Apply: City of Tempe Social Services Department

3500 S. Rural Rd. 2nd floor - (Tempe Public Library Building), Tempe, AZ 85282.

Monday - Friday: 8 a.m. - 5 p.m. Friday/ 480-350-5400

R9-5-402. Personnel qualifications

A. The center director (*Kid Zone Program Manager*) shall be at least 21 years of age and appropriately qualified as specified in the table of qualification standards following this rule.

Table of Qualification Standards

Child Day Care Center Director (Kid Zone Program Manager)

Each center director shall meet ONE OF THE FOLLOWING SETS of minimum academic and qualifying experience.

ACADEMIC COURSEWORK	AND	CHILD CARE QUALIFYING EXPERIENCE
A high school diploma or its equivalent with at least six hours of academic course work or 90 hours of documented workshop experience in early childhood education or child development. OR	and	Two years
A Child Development Associate credential or its equivalent with at least six hours of academic course work or 90 hours of documented workshop experience in early childhood education or child development. OR	and	Eighteen months
One year of college with at least six hours of academic coursework in early childhood education, child development or closely related field. OR	and	Eighteen months
An associate degree in early childhood education, child development or closely related field. OR	and	Six months
A bachelors degree in early childhood education, child development or closely related field.	and	Three months

Copy of diploma or transcript of academic coursework will be required. $h:\kidzone\job\ description\ summer.doc$



Kid Zone Enrichment Program Employment Opportunity

Social Services Department - 3500 S. Rural Road - Tempe, Arizona 85282 - (480) 350-5400

Kid Zone Assistant Program Manager

Opening Date:

May 2007

Closing Date:

Subject to closing without notice when the needs of the City are met.

Program Dates:

Summer 5/30/07 – 7/27/07. Fall 8/6/07 – 12/20/07 & 12/21/07. Spring begins on 1/7/08.

Program Hours:

Schoolyear: Afternoons - Monday - Friday approximately 2/2:15/2:30/2:45 - 6 p.m.

Mornings: Monday - Friday 6:30 a.m. - 8:30 a.m.

Summer: Monday – Friday 6:30 a.m. – 1 p.m.

Some paid trainings required prior to start date. Also, some evening trainings throughout

summer required. See the job standards form attached to the application.

Rate of Pay: \$11.05/hr.

Permanent or Rover Asst. Program Mgr is available 5 days a week / starting wage is

Sub Asst Program Manager is available only 3-4 days per week and rate of pay is slightly less.

Experience and Training:

Requires experience in all aspects of managing or assisting to manage an activity center, coordinating, planning and implementing activities for elementary age children and supervising staff. An AA degree (or equivalent education) in Education, Recreation or a related field preferred. Must have a positive personality and strong child management skills. Must meet AZ Dept. of Health Services Child Day Care Center Teacher/Caregiver requirements (listed on back.) Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Essential Job Functions:

Under the supervision of the Program Manager:

- * Assist in designing, organizing, directing and teaching a variety of recreational and educational activities for students grades K-5 registered in the Kid Zone.
- * Maintain informative and supportive relationship with parents.
- * Maintain discipline, safety and control of site.
- * Participate in training, supporting, and evaluating of center staff.
- * Attend all staff meetings and trainings. Participate in regular site staff meetings.
- * Help maintain files, attendance records, and accept fee payments from parents.
- * Assist Program Manager in ensuring center complies with all AZ DHS and Dept. of Economic Security regulations.
- * Encourage high participation of students in daily activities and planning process.
- * Maintain the facility by keeping it clean, organized & secure. Report problems, clean,
- * Assist in ordering of supplies and equipment while staying within allotted budget. Maintain equipment in safe working order.
- * Assist in daily set-up and take-down of center: lifting/moving tables, chairs & boxes.

Pre-employment Requirements:

- * Submit names, complete addresses and phone numbers of six references.
- * Submit proof of negative TB/Tine test and MMR Immunization or inoculation.
- Must undergo fingerprint check. *Must be at least 18 years of age.

Additional Requirements:

- * Must be CPR/1st Aid certified within 30 days of hire.
- * Must purchase staff shirts
- * Must attend our paid new employee orientation and trainings (prior to working at the sites)

Apply: City of Tempe Social Services Department

3500 S. Rural Rd. 2nd floor - (Tempe Public Library Building), Tempe, AZ 85282. Monday - Thursday: 8 a.m. - 6 p.m. Friday: 8 a.m. - 5 p.m. / 480-350-5400

R9-5-402. Personnel qualifications

B. Teacher-caregivers (*Kid Zone Asst. Program Manager*) shall be at least 18 years of age and appropriately qualified as specified in the table of qualification standards following this rule.

Table of Qualification Standards

Child Day Care Center Teacher-Caregiver (*Kid Zone Asst. Program Manager*) Each teacher-caregiver shall meet ONE OF THE FOLLOWING SETS of minimum academic and qualifying experience.

ACADEMIC COURSEWORK	AND	CHILD CARE QUALIFYING EXPERIENCE
A high school diploma or its equivalent. OR	and	Six months
A Child Development Associate credential or its equivalent. OR	and	N/A
Associate or bachelors degree in early childhood education, child development or closely related field.	and	N/A

Copy of diploma or transcript of academic coursework will be required.

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Kid Zone Enrichment Program Employment Opportunity

Social Services Department - 3500 S. Rural Road - Tempe, Arizona 85282 - (480) 350-5400

Kid Zone Activity Leader

Opening Date: May 2007

Closing Date: Subject to closing without notice when the needs of the City are met.

Program Dates: Summer: 5/30/07 – 7/27/07. Fall 8/6/07 - 12/20/07 & 12/21/07. Spring begins 1/7/08.

Program Hours: Schoolyear: Afternoons - Monday - Friday approximately 2:15/2:30/2:45/3 - p.m.

All schools have either a W or F early release day every week. Afternoon staff must be available to work one of these days in order to be considered permanent (12/12:15/12:30 - 6p.m.) **Times vary depending on the school.**

Mornings: Monday – Friday 6:30 a.m. - 8:30 a.m.

Summer: Monday – Friday 6:30 a.m. – 12:45 p.m. / 8 a.m. – 5 p.m. / 9 a.m. – 6 p.m. / 11:45 – 6 p.m. Required paid training dates prior to start date. Please see the attached job standards

form.

Rate of Pay: Permanent or Rover Activity Leader is available 5 days a week / starting wage is \$10.25/hr

Substitute Activity Leader is available 3 - 4 days per week only and is paid slightly less.

Experience and Training:

Requires experience working in an organized recreation, child care, or school program with elementary age children. Education in child development, recreation, education or a related field is highly desirable. Must possess the skills to lead school-age activities in the areas of sports, games, music and arts and crafts. Must have a positive personality and child management skills. Must meet AZ Dept. of Health Services Child Day Care Center Teacher-Caregiver requirements (listed on back.) Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Essential Job Functions:

Under the supervision of the Program Manager:

- * Work with Program Manager and co-workers to plan, organize, and direct a variety of recreational and educational before and after school activities for students grades K-5
- * Establish and maintain effective relationships with the children, parents, school staff and other community members.
- * Maintain discipline, safety and control of site.
- * Maintain an environment which promotes cooperation, learning and enjoyment.
- * Assist children with special needs or disabilities and help to integrate them with others
- * Assist Program Manager with daily attendance and records, scheduling and implementing daily activities, distributing daily snacks and assisting in any manner as requested.
- * Encourage high participation of students in daily activities and planning process.
- * Assist all visiting instructors.
- * Assist in maintaining facility by keeping it clean, organized and secure.
- * Assist with daily set-up/take-down of center: lifting and carrying tables, chairs and boxes.
- * Attend all staff meetings and trainings.
- May be designated as Interim Program Manager to act in Program Manager's absence.

Pre-employment Requirements:

- * Submit names, complete addresses and phone numbers of six references.
- * Submit proof of negative TB/Tine test and MMR Immunization or inoculation.
- Must undergo fingerprint check. * Must be at least 18 years of age.

Additional Requirements:

- * Must be available for additional hours on "early release" days (see the job standards form).
- **Requirements:** * Must be CPR/1st Aid certified within 30 days hire.
 - Must purchase staff shirts * Must attend our paid new employee orientation and

training prior to working at the sites.

Apply: City of Tempe Social Services Department

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R9-5-402. Personnel qualifications

B. Teacher-caregivers (*Kid Zone Activity Leader*) shall be at least 18 years of age and appropriately qualified as specified in the table of qualification standards following this rule.

Table of Qualification Standards
Child Day Care Center Teacher-Caregiver (Kid Zone Activity Leader)
Each teacher-caregiver shall meet ONE OF THE FOLLOWING SETS of minimum academic and qualifying experience.

ACADEMIC COURSEWORK	AND	CHILD CARE QUALIFYING EXPERIENCE
A high school diploma or its equivalent. OR	and	Six months
A Child Development Associate credential or its equivalent. OR	and	N/A
Associate or bachelors degree in early childhood education, child development or closely related field.	and	N/A

Copy of diploma or transcript of academic coursework will be required.

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Social Services Department - 3500 S. Rural Road - Tempe, Arizona 85282 - (480) 350-5400

Special Recreation Activity Leader I & II

Opening Date: May 2007

Closing Date: Subject to closing without notice when the needs of the City are met.

Program Dates: Summer: 5/30/07 - 7/27/07. Fall 8/6/07 - 12/20/07 & 12/21/07. Spring begins on 1/7/08.

Program Hours: Schoolyear: Afternoons - Monday - Friday approximately 2:15/2:30/2:45/3 - p.m. Morning

hours: M-F 6:30 - 8:30 a.m. All schools have either a W or F early release day every week. Afternoon staff must be available to work one of these days in order to be considered permanent (12/12:15/12:30 - 6p.m.) Times vary depending on the school. Required paid training dates prior to start date. Some paid evening trainings.

Please see the attached job standards form.

Mornings - Monday - Friday 6:30 a.m. - 8:30 a.m.

Summer: 6:30 a.m. – 12:45 p.m. / 8 a.m. – 5 p.m. / 9 a.m. – 6 p.m. / 11:45 a.m. – 6 p.m.

Starting Wage: Permanent or Rover Special Recreation A.L. is available 5 days a week /\$10 hr. & \$11.55 hr.

Substitute SR Activity Leader is available 3 - 4 days per week only and is paid slightly less.

Experience and Training

Requires experience in coordinating activities for children with special needs or disabilities. Requires experience working in an organized recreation, child care, or school program with elementary age children. Coursework in education, special education, recreation, or related field is highly desirable. Must have a positive personality and strong child management skills. Must be able to lead school-age activities in sports, games, music and arts & crafts. Must be able to handle emergency medical situations that might occur with children with special needs (eg. seizures.) Must meet AZ Dept. of Health Services child day care center teacher-caregiver requirements (listed on back.) Must successfully complete required selection process, background investigation and verification of identity and work authorization.

Essential Job Functions: Under the supervision of the Program Manager:

- * Work with Program Manager and help train co-workers to accommodate children with special needs or disabilities with other participants in the Kid Zone program.
- * Work with Program Manager and co-workers to plan, organize, and direct a variety of recreational and educational activities for participating students grades K-5.
- * Establish and maintain effective relationships with children, parents, school staff and community members.
- * Maintain discipline, safety and control of site.
- * Maintain an environment which promotes cooperation, learning and enjoyment.
- * Assist Program Manager with daily attendance and records, scheduling and implementing daily activities, distributing daily snacks and assisting in any manner as requested.
- * Encourage high participation of students in daily activities and planning process.
- * Assist all visiting instructors.
- * Assist in maintaining the facility by keeping it clean, organized and secure.
- * Assist with daily set-up and take-down of site: lifting & moving tables, chairs & boxes.
- * Attend all staff meetings and trainings and other designated trainings pertaining to accommodating children with special needs and related topics.
- * May be designated as Interim Program Manager to act in Program Manager's absence.

Pre-employment Requirements:

- * Submit names, complete addresses and phone numbers of six references.
- Submit proof of negative TB/Tine test and MMR Immunization or inoculation.
- * Must undergo fingerprint check. *Must be at least 18 years of age.

Additional Requirements:

- * Must be available for additional hours on "early release" days (see the job standards form)
- * Must be CPR/1st Aid certified within 30 days of hire.
- * Must purchase staff shirts *Must attend our paid new employee orientation and

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R9-5-402. Personnel qualifications

B. Teacher-caregivers (*Kid Zone Activity Leader*) shall be at least 18 years of age and appropriately qualified as specified in the table of qualification standards following this rule.

Table of Qualification Standards
Child Day Care Center Teacher-Caregiver (Kid Zone Activity Leader)
Each teacher-caregiver shall meet ONE OF THE FOLLOWING SETS of minimum academic and qualifying experience.

ACADEMIC COURSEWORK	AND	CHILD CARE QUALIFYING EXPERIENCE
A high school diploma or its equivalent.	and	Six months
OR		
A Child Development Associate credential or its equivalent.	and	N/A
OR		
Associate or bachelors degree in early childhood education, child development or closely related field.	and	N/A

Copy of diploma or transcript of academic coursework will be required.

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Kid Zone Enrichment Program Employment Opportunity

Social Services Department - 3500 S. Rural Road - Tempe, Arizona 85282 - (480) 350-5400

Special Recreation Activity Leader II

Opening Date:

July 2006

Closing Date:

Subject to closing without notice when the needs of the City are met.

Program Dates:

Fall: 8/7/06 – Friday 12/22/06. Spring: 1/8/07 – 5/24/07.

Fall Break 10/9/06 – 10/13/06; Winter Break 12/25/06 – 1/5/07; Spring Break 3/12/07- 3/16/07.

Program Hours:

Monday – Friday approximately 2:15/2:30/2:45/3 - p.m.

Required paid training dates prior to start date. Some paid evening trainings.

Please see the attached job standards form. All schools have either a W or F early release day every week. Afternoon staff must be available to work one of these days in order to be considered permanent (12/12:15/12:30 - 6p.m.)

Times vary depending on the school.

Starting Wage:

Permanent or Roving Special Recreation A.L. is available 5 days a week / \$10.30 hr. Substitute SR Activity Leader is available 3 - 4 days per week only and is paid slightly less.

Experience and Training

Requires experience in planning activities for children with special needs or disabilities. Requires experience working in an organized recreation, child care, or school program with elementary age children. Coursework in education, special education, recreation, or related field is preferred. Must have a positive personality and strong child management skills. Must be able to handle emergency medical situations that might occur with children with special needs (eg. seizures.) Must meet AZ Dept. of Health Services child day care center teacher-caregiver requirements (listed on back.) Must successfully complete required selection process, background investigation and verification of identity and work authorization.

Essential Job Functions:

Under the supervision of the Program Manager:

- Work with Program Manager and help train co-workers to accommodate children with special needs or disabilities and include with other participants in the Kid Zone Enrichment program.
- Create activities to expose participants to basic fundamental skills with social fun, ensuring they are safely conducted.
- Establish and/or adapt effective participant rules and behavior management system for children with special needs to create a safe, consistent environment for all participants.
- Supervise and increase positive interaction with children.
- Establish and maintain effective relationships with children, parents, school staff and community members.
- Assist in training staff to interact effectively with children with special needs.
- Work with Program Manager and co-workers to plan, organize, and direct a variety of recreational and educational activities for participating students grades K-5.
- Maintain discipline, safety and control of site.
- Assist in maintaining the facility by keeping it clean, organized and secure.
- Assist with daily set-up and take-down of site: lifting & moving tables, chairs & boxes.
- Attend all staff meetings and trainings and other designated trainings pertaining to accommodating children with special needs and related topics.
- Other job duties as assigned (See Activity Leader Job Description.)

Pre-employment Requirements:

- Submit names, complete addresses and phone numbers of six references.
- * Submit proof of negative TB/Tine test and MMR Immunization or inoculation.
- * Must undergo fingerprint check. *Must be at least 18 years of age.

Additional Requirements:

- * Must be available for additional hours on "early release" days (see the job standards form)
- * Must be CPR/1st Aid certified within 30 days of hire.
- * Must purchase staff shirts *Must attend our paid new employee orientation and

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City of Tempe Social Services Department 3500 S. Rural Rd. 2nd floor Tempe Public Library Building, Tempe, AZ 85282. Mon - Thur: 8 a.m. - 6 p.m. Fri: 8 a.m. - 5 p.m. 480-350-5400

R9-5-402. Personnel qualifications

B. Teacher-caregivers (*Kid Zone Activity Leader*) shall be at least 18 years of age and appropriately qualified as specified in the table of qualification standards following this rule.

Table of Qualification Standards
Child Day Care Center Teacher-Caregiver (Kid Zone Activity Leader)
Each teacher-caregiver shall meet ONE OF THE FOLLOWING SETS of minimum academic and qualifying experience.

ACADEMIC COURSEWORK	AND	CHILD CARE QUALIFYING EXPERIENCE
A high school diploma or its equivalent.	and	Six months
OR		
A Child Development Associate	and	N/A
credential or its equivalent.		
OR		
Associate or bachelors degree in	and	N/A
early childhood education, child		
development or closely related		
field.		

Copy of diploma or transcript of academic coursework will be required.

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Social Services Department - 3500 S. Rural Road - Tempe, Arizona 85282 - (480) 350-5400

Kid Zone Specialty Instructor

Opening Date: May 2007

Closing Date: Subject to closing without notice when the needs of the City are met.

Program Dates: Summer 5/30/07 - 7/27/07. Fall 8/6/07 - 12/20/07 & 12/21/07. Spring begins 1/7/08.

Program Hours: Schoolyear: Afternoons - Monday - Friday approximately 2:15/2:30/2:45/3 -6 p.m.

Required paid training dates prior to start date. Some paid evening trainings.

Please see the attached job standards form. All schools have either a W or F early release day every week. Afternoon staff must be available to work one of these days in order to be considered permanent (12/12:15/12:30 - 6p.m.)

Times vary depending on the school.. Mornings: Monday - Friday 6:30 a.m. - 8:30 a.m.

Summer: Monday - Friday 6:30 a.m. - 12:45 p.m. / 8 a.m. - 5 p.m. / 9 a.m. - 6 p.m./11:45 - 6 p.m.

Permanent Specialty Instructor is available 5 days a week / starting wage is \$10.50 hr. Substitute Specialty Instructor is available 3 - 4 days per week only and is paid slightly less.

Experience and Training:

Requires experience working in an organized recreation, child care, or school program with elementary age children. Good knowledge of teaching methods and procedures including ability to plan, organize and teach subject area. Must have a positive personality and child management skills. Good speaking and communication skills. Ability to work effectively with children, coworkers, and Community Services Department staff. Education in child development, recreation, education or a related field is highly desirable. Must meet AZ Dept. of Health Services Child Day Care Center Teacher-Caregiver requirements (listed on back.) Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Essential Job Funtions:*

Under the supervision of the Community Education Coordinator:

Planning, organizing and teaching a specialty instructional class to as many as 20 children grades K-5 at a time.

Sample Specialty Instructional Classes could include: Ceramics, Chess, Computer, Cooking, Creative Drama, Dance, Fine Art, French, Music activities, Painting, Jump Rope, Self Defense, Sign Language, Spanish, or any combination of above activities.

- * Developing eight to ten detailed lesson plans and a supply request list prior to the start of each instructor session.
- * Establish and maintain effective relationships with the children, parents, school staff and other community members.
- * Maintain discipline, safety and control of specialty class.
- * Maintain an environment that promotes cooperation, learning and enjoyment.
- * Encourage high participation of students in specialty class.
- * Assist Program Manager and site staff in their implementation of a variety of recreational and educational activities for students and assisting in any other manner as requested.
- * Assist in maintaining facility by keeping it clean, organized and secure.
- Attend all staff meetings and trainings.

Pre-employment Requirements:

- * Submit names, complete addresses and phone numbers of six references.
- * Submit proof of negative TB/Tine test and MMR Immunization or inoculation.
- * Must undergo fingerprint check.
- Must be at least 18 years of age.

Additional

- * Must purchase staff shirts
- **Requirements:** * Must attend our paid new employee orientation and trainings (prior to working at the sites)

Apply: City of Tempe Community Services Department, Social Services 3500 S. Rural Rd. 2nd floor Tempe

Public Library Building, Tempe, AZ 85282. Mon - Thur: 8 a.m. - 6 p.m. Friday: 8 a.m. - 5 p.m.

R9-5-402. Personnel qualifications

B. Teacher-caregivers (*Kid Zone Specialty Instructor*) shall be at least 18 years of age and appropriately qualified as specified in the table of qualification standards following this rule.

Table of Qualification Standards

Child Day Care Center Teacher-Caregiver (Kid Zone Specialty Instructor)
Each teacher-cargiver shall meet ONE OF THE FOLLOWING SETS of minimum academic and qualifying experience.

ACADEMIC COURSEWORK	AND	CHILD CARE QUALIFYING EXPERIENCE
A high school diploma or its equivalent.	and	Six months
OR A Child Development Associate Credential or its equivalent.	and	N/A
OR		
Associate or bachelors degree in early childhood education, child development or closely related field.	and	N/A

Copy of diploma or transcript of academic coursework will be required.

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Kid Zone Enrichment Program Employment Opportunity



Community Services Department - 3500 S. Rural Road - Tempe, Arizona 85282 - (480) 350-5400

Kid Zone Assistant Activity Leader

May 2007 Opening Date:

Closing Date: Subject to closing without notice when the needs of the City are met.

Summer: 5/30/07 - 7/27/07. Fall 8/6/07 - 12/20/07 & 12/21/07. Spring begins 1/7/08. **Program Dates:**

Program Hours: Afternoons: M-F 2:15/2:30/3 - 6 p.m. and either Wednesday or Friday from 12:15/12:30 - 6

p.m. All schools have either a W or F early release day every week. It is not required that AAL's be available for Wer or

Fer, but is preferred. **Times vary depending on the school.**

Mornings: M - F 6:30 a.m. - 8:30 a.m. Summer: M - F 6:30 a.m. - 12:45 p.m. / 11:45 - 6 p.m. Please see the attached job standards form. Required paid training dates prior to start date.

Assistant Activity Leader works 5 days a week / starting wage is \$7.35hr.

Experience and Training:

Requires some experience in an organized recreation, child care, or school program with elementary age children. Classes in child development, recreation, or a related field are highly desirable. Must possess the ability to lead school-age activities in the areas of sports, games, music and arts and crafts. Must have a positive personality, be willing to learn and like children Must meet AZ Dept. of Health Services Child Day Care Center Assistant Teacher-Caregiver requirements (listed on back.) Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Essential Job Functions:

Under the supervision of the Program Manager:

- Work with Program Manager and co-workers to plan, organize, and direct a variety of before and after school activities for students grades K-5 registered in the Kid Zone.
- * Establish and maintain effective relationships with the children, parents, and school staff
- * Maintain discipline, safety and control of site.
- Maintain an environment that promotes cooperation, learning and enjoyment.
- Assist Program Manager in implementing daily activities, distributing daily snacks, cleaning and assisting in any manner as requested.
- * Assist all visiting instructors.
- Assist in maintaining the facility. Keep clean, organized and secure. *
- * Assist with daily set-up and take-down of center: Lifting and carrying tables, chairs and
- Attend all staff meetings and trainings as scheduled.

Pre-employment Requirements:

- Submit names, complete addresses and phone numbers of six references.
- Submit proof of negative TB/Tine test and MMR Immunization or inoculation. Must undergo fingerprint check.
 - Must be at least 16 years of age.

Additional

- Must be willing to participate in swimming activities on swimming field trip days.
- **Requirements:** Must purchase staff shirts *Must attend our paid new employee orientation and trainings

Apply: City of Tempe Social Services Department.

3500 S. Rural Rd. 2nd floor Tempe Public Library Building, Tempe, AZ 85282. Monday - Thursday: 8 a.m. - 6 p.m. Friday: 8 a.m. - 5 p.m. / 480-350-5400

R9-5-402. Personnel qualifications

In working with children.

B. Assistant Teacher-caregivers (*Kid Zone Assistant Activity Leader*) shall be at least 16 years of age and appropriately qualified as specified in the table of qualification standards following this rule.

Table of Qualification Standards

Child Day Care Center Assistant Teacher-Caregiver (Kid Zone Assistant Activity Leader)
Each assistant teacher-caregiver shall meet ONE OF THE FOLLOWING SETS of minimum academic and qualifying experience.

ACADEMIC COURSEWORK	<u>AND</u>	CHILD CARE QUALIFYING EXPERIENCE
A high school diploma or its equivalent and have an interest in working with children.	and	N/A
OR		
Enrolled in high school or Equivalent and have and interest	and	N/A

Copy of diploma or transcript of academic coursework will be required.

CITY OF TEMPE

Tempe

Part time EMPLOYMENT OPPORTUNITY

Community Services Department - 3500 S. Rural Road - Tempe, Arizona 85282 - (602) 350-5400

Kid Zone Program Manager

Opening Date: March 1998

Closing Date: Subject to closing without notice when the needs of the City are met.

Program Dates: Summer Program: May 26 - August 7 (Full day programs, 8 hour work shift)

Positions available to continue during the school year for before and afterschool programs.

Program Hours: Approximately 9:00 a.m. - 6 p.m., Monday - Friday.

Some paid evening trainings required

Hourly Wage: Available to work 5 days per week: \$9.76 - \$10.25/ hour

Available to work 3 - 4 days per week only: \$9.05/hour

Experience and Training:

Requires experience in all aspects of managing an activity center, coordinating, planning and implementing activities for elementary age children and supervising staff. A Bachelor's degree in Education, Recreation or a related field preferred. Must meet AZ Dept. of Health Services Child Day Care Center Director requirements (listed on back.) Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Essential Job Functions:

Under the supervision of the Community Education Specialist and the Youth Services Supervisor:

- * Design, organize, direct and teach a variety of recreational and educational activities for students grades K-5 registered in Kid Zone.
- * Coordinate and communicate effectively with the Community Education Specialist, Youth Services Supervisor and other City and School District staff, community agencies and the public to provide comprehensive after school programming for participants.
- * Maintain informative and supportive relationship with parents.
- * Maintain discipline, safety and control of site.
- * Participate in hiring, training, supervising, supporting, and evaluating of center staff.
- * Plan and facilitate regular site staff meetings.
- * Serve on center council for ASQ (Assessing School-Age Quality) standards.
- * Maintain files, attendance records, payroll and accept fee payments from parents.
- * Ensure center complies with all AZ DHS and Dept. of Economic Security regulations.
- * Encourage high participation of students in daily activities and planning process.
- * Maintain facility. Report problems. Keep clean, organized and secure.
- * Maintain adequate resources of supplies and equipment while staying within allotted budget. Maintain equipment in safe working order. Arrange for repairs/replacement when needed.
- * Organize daily set-up and take-down of center eg. lifting/moving tables, chairs & boxes.

Pre-employment

- * Submit names, complete addresses and phone numbers of six references.
- Requirements:
- * Submit proof of negative Mantoux TB/Tine test and MMR Immunization or inoculation.
- * Must undergo fingerprint check.
- Must be at least 21 years of age.

Additional Requirements:

- * Must be willing to participate in swimming activities on swimming field trips.
- Must be CPR/1st Aid certified within 30 days of start of program.
- * Must purchase staff shirts *Must attend planned staff orientations, meetings and trainings.

Apply:

City of Tempe Community Services Department, Social Services

3500 S. Rural Rd. 2nd floor - (Tempe Public Library Building), Tempe, AZ 85282.

Monday - Thursday: 8:00 a.m. - 9:00 p.m. Friday: 8:00 a.m. - 5:00 p.m.h:\kidzone\job description summer.d



SEASONAL EMPLOYMENT OPPORTUNITY

Community Services Department - 3500 S. Rural Road - Tempe, Arizona 85282 - (602) 350-5400

Kid Zone Activity Leader

Opening Date: March 1998

Closing Date: Subject to closing without notice when the needs of the City are met.

Program Dates: Summer Program: May 26 - August 7 (Full day programs, 6 - 8 hour work shift)

Positions available to continue during the school year for before and afterschool programs.

Program Hours: Hours vary. Morning, midday and afternoon work schedules available.

Morning Position: Approximately 6:30 a.m. - 12:30 p.m., Monday - Friday **Midday Position:** Approximately 8:00 a.m. - 5:00 p.m., Monday - Friday **Afternoon Position:** Approximately 12:00 p.m. - 6:00 p.m., Monday - Friday

Some paid evening trainings required.

Hourly Wage: Available to work 5 days per week: \$7.44/hour

Available to work 3 - 4 days per week only: \$6.75/hour

Experience and Training:

Requires experience working in an organized recreation, child care, or school program with elementary age children. Education in child development, recreation, education or a related field is highly desirable. Must possess the skills to lead school-age activities in the areas of sports, games, music and arts and crafts. Must have a positive personality and child management skills. Must meet AZ Dept. of Health Services Child Day Care Center Teacher-Caregiver requirements (listed on back.) Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Essential Job Functions:

Under the supervision of the Program Manager:

- * Work with Program Manager and co-workers to plan, organize, and direct a variety of recreational and educational before and after school activities for students grades K-5 registered in the Kid Zone.
- * Establish and maintain effective relationships with the children, parents, school staff and other community members.
- * Maintain discipline, safety and control of site.
- * Maintain an environment which promotes cooperation, learning and enjoyment.
- * Assist children with special needs or disabilities and help to integrate them with other participants in the Kid Zone program.
- * Assist Program Manager with daily attendance and records, scheduling and implementing daily activities, distributing daily snacks and assisting in any manner as requested.
- * Encourage high participation of students in daily activities and planning process.
- * Assist all visiting instructors.
- * Assist in maintaining facility. Keep clean, organized and secure.
- * Assist with daily set-up/take-down of center: eg. lifting and carrying tables, chairs and boxes.
- * May be designated as Interim Program Manager to act in Program Manager's absence.

Pre-employment

- * Submit names, complete addresses and phone numbers of six references.
- Requirements: * Submit proof of negative Mantoux TB/Tine test and MMR Immunization or inoculation.
 - * Must undergo fingerprint check. * Must be at least 18 years of age.

Additional

Must be willing to participate in swimming activities on swimming field trips.

Requirements: * Must be CPR/1st Aid certified within 30 days of start of program.

Must purchase staff shirts *Must attend planned staff orientations, meetings and trainings.

Apply:

City of Tempe Community Services Department, Social Services

3500 S. Rural Rd. 2nd floor (Tempe Public Library Building), Tempe, AZ 85282.

Monday - Thursday: 8:00 a.m. - 9:00 p.m. Friday: 8:00 a.m. - 5:00 p.m.



Community Services Department - 3500 S. Rural Road - Tempe, Arizona 85282 - (602) 350-5400

Special Recreation Activity Leader

Opening Date: March 1998

Closing Date: Subject to closing without notice when the needs of the City are met.

Program Dates: Summer Program: May 26 - August 7 (Full day programs, 6-8 hour work shift)

Positions available to continue during the school year for before and afterschool programs.

Program Hours: Hours vary. Morning, midday and afternoon work schedules available.

Morning Position: Approximately 6:30 a.m. - 12:30 p.m., Monday - Friday **Midday Position:** Approximately 8:00 a.m. - 5:00 p.m., Monday - Friday **Afternoon Position:** Approximately 12:00 p.m. - 6 p.m., Monday - Friday

Some paid evening trainings required.

Hourly Wage: Available to work 5 days per week: \$8.63/ hour

Available to work 3-4 days per week only: \$7.84/hour

Experience and Training:

Requires experience in coordinating activities for children with special needs or disabilities. Requires experience working in an organized recreation, child care, or school program with elementary age children. Education in education, recreation, or related field is highly desirable. Course work in special education or related training preferred. Must be able to lead school-age activities in sports, games, music and arts and crafts. Must have a positive personality and child management skills. Must be able to handle emergency medical situations that might occur with children with special needs (eg. seizures.) Must meet AZ Dept. of Health Services *child day care center teacher-caregiver* requirements (listed on back.) Must successfully complete required selection process, background investigation and verification of identity and work authorization.

Essential Job Functions:

Under the supervision of the Program Manager:

- * Work with Program Manager and co-workers to accommodate children with special needs or disabilities and integrate them with other participants in the Kid Zone program.
- * Work with Program Manager and co-workers to plan, organize, and direct a variety of recreational and educational after school activities for participating students grades K-5.
- * Establish and maintain effective relationships with children, parents, school staff and other community members.
- * Maintain discipline, safety and control of site.
- * Maintain an environment which promotes cooperation, learning and enjoyment.
- * Assist Program Manager with daily attendance and records, scheduling and implementing daily activities, distributing daily snacks and assisting in any manner as requested.
- * Encourage high participation of students in daily activities and planning process.
- * Assist all visiting instructors.
- * Assist in maintaining facility. Keep clean, organized and secure.
- * Assist with daily set-up and take-down of site: eg. lifting & moving tables, chairs & boxes.
- * Attend all staff meetings and trainings and other designated trainings pertaining to accommodating children with special needs and related topics.

Pre-employment

* Submit names, complete addresses and phone numbers of six references.

Requirements:

- * Submit proof of negative Mantoux TB/Tine test and MMR Immunization or inoculation.
- * Must undergo fingerprint check. * Must be at least 18 years of age.

Additional Requirements:

- * Must be willing to participate in swimming activities on swimming field trips.
- * Must be CPR/1st Aid certified within 30 days of start of program.
- * Must purchase staff shirts *Must attend planned staff orientations, meetings and trainings.

Apply:

City of Tempe Community Services Department, Social Services

3500 S. Rural Rd. 2nd floor (Tempe Public Library Building), Tempe, AZ 85282.

Monday - Thursday: 8:00 a.m. - 9:00 p.m. Friday: 8:00 a.m. - 5:00 p.m.



EMPLOYMENT OPPORTUNITY

Community Services Department - 3500 S. Rural Road - Tempe, Arizona 85282 - (602) 350-5400

Kid Zone Assistant Activity Leader

Opening Date: March 1998

Closing Date: Subject to closing without notice when the needs of the City are met.

Program Dates: Summer Program: May 26 - August 7 (Full day programs, 6 hour work shift)

Positions available to continue during the school year for before and afterschool programs.

Program Hours: Hours vary. Morning and afternoon work schedules available.

Morning Position: Approximately 6:30 a.m. - 12:30 p.m., Monday - Friday **Afternoon Position:** Approximately 12:00 p.m. - 6:00 p.m., Monday - Friday

Some paid evening trainings required

Hourly Wage: \$6.25/ hour

Experience and Training:

Requires some experience in an organized recreation, child care, or school program with elementary age children. Classes in child development, recreation, or a related field are highly desirable. Must possess the ability to lead school-age activities in the areas of sports, games, music and arts and crafts. Must have a positive personality, be willing to learn and like children Must meet AZ Dept. of Health Services Child Day Care Center Assistant Teacher-Caregiver requirements (listed on back.) Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Essential Job Functions:

Under the supervision of the Program Manager:

- * Work with Program Manager and co-workers to plan, organize, and direct a variety of before and after school activities for students grades K-5 registered in the Kid Zone.
- * Establish and maintain effective relationships with the children, parents, school staff
- * Maintain discipline, safety and control of site.
- * Maintain an environment which promotes cooperation, learning and enjoyment.
- * Assist Program Manager in implementing daily activities, distributing daily snacks, cleaning and assisting in any manner as requested.
- * Assist all visiting instructors.
- * Assist in maintaining facility. Keep clean, organized and secure.
- * Assist with daily set-up and take-down of center: eg. lifting and carrying tables, chairs and boxes.

Pre-employment

Requirements:

- * Submit names, complete addresses and phone numbers of six references.
- * Submit proof of negative Mantoux TB/Tine test and MMR Immunization or inoculation.
- * Must undergo fingerprint check. * Must be at least 16 years of age.

Additional

- * Must be willing to participate in swimming activities on swimming field trip days.
- Requirements: * Must purchase staff shirts *Must attend planned staff orientations, meetings and trainings.

Apply: City of Tempe Community Services Department, Social Services

3500 S. Rural Rd. 2nd floor (Tempe Public Library Building), Tempe, AZ 85282.

Monday - Thursday: 8:00 a.m. - 9:00 p.m. Friday: 8:00 a.m. - 5:00 p.m.

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SEASONAL EMPLOYMENT OPPORTUNITY

Community Services Department - 3500 S. Rural Road - Tempe, Arizona 85282 - (602) 350-5400

Kid Zone Specialty Instructor

Opening Date: March 1998

Closing Date: Subject to closing without notice when the needs of the City are met.

Program Dates: Summer Program: May 26 - August 7 (Full day programs, 6 hour work shift)

Positions available to continue during the school year for before and afterschool programs.

Program Hours: Morning Position: Approximately 6:30 a.m. - 12:30 p.m., Monday - Friday.

Some paid evening training meetings are required.

Hourly Wage: **Available to work 5 days per week:** \$8.63 / hour

Available to work 3-4 days per week only: \$7.84/ hour

Experience and Training:

Requires experience working in an organized recreation, child care, or school program with elementary age children. Good knowledge of teaching methods and procedures including ability to plan, organize and teach subject area. Must have a positive personality and child management skills. Good speaking and communication skills. Ability to work effectively with children, coworkers, and Community Services Department staff. Education in child development, recreation, education or a related field is highly desirable. Must meet AZ Dept. of Health Services Child Day Care Center Teacher-Caregiver requirements (listed on back.) Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Essential Job Functions:

Under the supervision of the Community Education Coordinator:

* Planning, organizing and teaching a specialty instructional class to as many as 20 children grades K-5 at a time.

Sample Specialty Instructional Classes could include: Ceramics, Chess, Computer, Cooking, Creative Drama, Dance, Fine Art, French, Music activities, Painting, Jump Rope, Self Defense, Sign Language, Spanish, or any combination of above activities.

- * Developing eight to ten detailed lesson plans and a supply request list prior to the start of each instructor session.
- * Establish and maintain effective relationships with the children, parents, school staff and other community members.
- * Maintain discipline, safety and control of specialty class.
- * Maintain an environment which promotes cooperation, learning and enjoyment.
- * Encourage high participation of students in specialty class.
- * Assist Program Manager and site staff in their implementation of a variety of recreational and educational activities for students and assisting in any other manner as requested.
- * Assist in maintaining facility. Keep clean, organized and secure.

Pre-employment

- * Submit names, complete addresses and phone numbers of six references.
- Requirements: * Submit proof of negative Mantoux TB/Tine test and MMR Immunization or inoculation.
 - * Must undergo fingerprint check.
 - * Must be at least 18 years of age.

Additional * Must purchase staff shirts

Requirements: Must attend planned staff orientations, meetings and trainings.

Apply:

City of Tempe Community Services Department, Social Services 3500 S. Rural Rd. 2nd floor (Tempe Public Library Building), Tempe, AZ 85282. Monday - Thursday: 8:00 a.m. - 9:00 p.m. Friday: 8:00 a.m. - 5:00 p.m.



Part time EMPLOYMENT OPPORTUNITY

Community Services Department - 3500 S. Rural Road - Tempe, Arizona 85282 - (602) 350-5400

Kid Zone Assistant Program Manager

Opening Date: March 1998

Closing Date: Subject to closing without notice when the needs of the City are met.

Program Dates: Summer Program: May 26 - August 7 (Full day programs, 8 hour work shift)

Positions available to continue during the school year for before and afterschool programs.

Program Hours: Hours vary. Morning and afternoon work schedules available.

Morning Position: Approximately 6:30 a.m. - 12:45 p.m., Monday - Friday **Afternoon Position:** Approximately 11:45 p.m. - 6:00 p.m., Monday - Friday

Some paid evening trainings required

Hourly Wage: **Available to work 5 days per week:** \$8.63/ hour

Available to work 3 - 4 days per week only: \$7.84/hour

Experience and Training:

Requires experience in all aspects of managing an activity center, coordinating, planning and implementing activities for elementary age children and supervising staff. A Bachelor's degree in Education, Recreation or a related field preferred. Must meet AZ Dept. of Health Services Child Day Care Center Director requirements (listed on back.) Requires successful completion of required selection process, successful completion of background investigation and verification of identity and work authorization.

Essential Job Functions:

Under the supervision of the Program Manager:

- * Design, organize, direct and teach a variety of recreational and educational activities for students grades K-5 registered in the Kid Zone.
- * Coordinate and communicate effectively with the Community Education Specialist, Youth Services Supervisor and other City and School District staff, community agencies and the public to provide comprehensive after school programming for participants.
- * Maintain informative and supportive relationship with parents.
- * Maintain discipline, safety and control of site.
- * Assist in hiring, training, supervising, supporting, and evaluating of center staff.
- * Assist in planning and facilitating regular site staff meetings.
- * Serve on center council for ASQ (Assessing School-Age Quality) standards.
- * Assist in maintaining files, attendance records, payroll and accept fee payments from parents.
- * Ensure center complies with all AZ DHS and Dept. of Economic Security regulations.
- * Encourage high participation of students in daily activities and planning process.
- * Maintain facility. Report problems. Keep clean, organized and secure.
- * Maintain adequate resources of supplies and equipment while staying within allotted budget. Maintain equipment in safe working order. Arrange for repairs/replacement when needed.
- * Assist in organization of daily set-up and take-down of center eg. lifting/moving tables, chairs & boxes.

Pre-employment Requirements:

- Submit names, complete addresses and phone numbers of six references.
- rements: * Submit proof of negative Mantoux TB/Tine test and MMR Immunization or inoculation.

Additional

- * Must be willing to participate in swimming activities on swimming field trips.
- Requirements: * Must be CPR/1st Aid certified within 30 days of start of program.

* Must purchase staff shirts *Must attend planned staff orientations, meetings and trainings.

Apply:

City of Tempe Community Services Department, Social Services 3500 S. Rural Rd. 2nd floor - (Tempe Public Library Building), Tempe, AZ 85282. Monday - Thursday: 8:00 a.m. - 9:00 p.m. Friday: 8:00 a.m. - 5:00 p.m.